



State Procurement Manual

Department of Administration, State Bureau of Procurement

Number
PRO-505

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EXCEPTIONS, WAIVERS AND SPECIAL HANDLING	DATE	PRO-J Various Dates
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PRINTING PROCUREMENT POLICY AND PROCEDURE	1 of 5	

SCOPE: The purpose of this policy is to clarify the applicability of Ch. 35, Wis. Stats. to the purchase of printing and establish bidding and reporting procedures specific to public printing.

POLICY: "Public printing" includes all printing by means of graphic reproduction by whatever process and the necessary materials and binding. The term also includes reproduction of a document in optical disc format whenever the publishing state agency is authorized to reproduce and determines to reproduce copies of a document in optical disc format in lieu of printed format.

Procurements of stationery and printing must be made from the lowest responsible bidder without regard to dollar amount.

Unless otherwise stipulated herein, all public printing will be let using competitive bidding and in accordance with state specific reciprocity rules (e.g. Michigan will only allow Michigan print vendors to provide printing for the state of Michigan; therefore, Wisconsin cannot award to a Michigan print vendor). See PRO-603, Reciprocity Law.

Exclusions

There will be no use of best judgment, bid waiver or competitive negotiation (or Request for Proposal (RFP)) procedures in the purchase of printing. However, use of an RFP is allowed when printing is a minor portion of the purchase and is needed before, during, or after the majority scope of the RFP is performed.

Convenience copying done within state agencies for the purpose of supporting daily operations is not considered public printing.

Awards for printing may not consider the preferences accounted for in PRO-606, Supplier Diversity Policy and Reporting.



Legal Authority

Wis. Constitution, Article IV, Section 25
Wis. Stats. 16.75; 16.82(4); 35.001; 35.01; 35.012; 35.015
Agencies Affected: All, unless otherwise noted

Authorized:
Sara Redford, Director
State Bureau of Procurement



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PROCEDURE: I. Procurement of Print-Related Goods and Services

- A. There are several goods and services associated with printing that are procured under Ch. 16, Wis. Stats. because the requirements of Ch. 35, Wis. Stats. do not apply to them. Specifically, the following are not considered public printing:
1. Materials purchased separately as supply to produce printed materials later i.e. printing plates, or paper.
 2. Binding that is purchased separately from the printing process, as in the case of library binding or rebinding.
 3. Graphic design services. The graphic designer's work is completed when final artwork has been accepted and from that point forward, all purchases of printing of the accepted work will be made under Chapter 35, including all preparatory (pre-press) work required for that product.
 4. Products that are useful without an imprint, such as an imprinted pen, since a pen has usefulness and value apart from imprint. While a graphic reproduction process is involved in the manufacturing process, the definition of printing in s. 35.01 does not apply in these cases.

Additional examples include vinyl, cloth or plastic ring binders; cups, dishes and dinnerware; pencils, rulers and other office supplies, except paper products; and printed garments i.e. sportswear, tee shirts, uniforms and caps.

5. Commodities purchased in limited quantities and require customized manufacturing methods or are on substrates other than traditional printing substrates. Examples



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include road signs, hallway signs and other directional aids; and cloth, plastic or vinyl banners, billboards, bus wraps, flags and bunting. See PRO-310, Procurement of Signage.

- B. In addition to the exclusions above, Section 35.015 lists two types of printing that are otherwise exempt from the requirements of Ch. 35 printing procurement laws:
1. Section 35.015 (2): Any printing 1) for a single job which the department determines may be printed at a cost less than \$50, other than stationery required for the use of the state; 2) printing authorized and required by the legislature to be done for its use; or 3) printing authorized and required by law to be done for the state.

On certain occasions, a staff member may be out of the headquarter city and be required to make convenience photocopies at unplanned or inconvenient times. In those cases, the agency may approve for payment those incidental printing expenses upon presentation of a dated receipt that shows the inconvenient time or date. The individual must obtain and document competitive pricing from at least three sources. These incidental expenses may not require the issuance of a purchase order, at the discretion of the agency.

2. Section 35.015 (3): Any printing obtained from another state agency or state owned printshop, including printing from Badger State Industries. See PRO-507: Procurement from Wisconsin Bureau of Correctional Enterprises.

State-owned printshops include, but may not be limited to:



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- DOA Publishing and Distribution
- Badger State Industries
- UW Milwaukee
- UW Madison
- UW Stevens Point
- UW Oshkosh
- UW Superior
- UW Platteville
- UW Whitewater
- UW Eau Claire
- UW River Falls

II. Order of Activity for Print Purchases

- A. State agencies may purchase printing from another state agency as an interagency purchase.
- B. Before considering any bidding activity, state agencies will use the contracts provided by the Bureau of Procurement for the purchase of various classes of printing. Any time a bid is conducted in addition to the already three (3) vendors the agency shall include Badger State Industries and DOA Print and Distribution as potential bidders.
- C. Where the need cannot be met through II, A-B, the agency will determine the proper bidding method by calculating the estimated cost of the procurement (printing and paper in total) over the entire length of the contract including renewal options. As an example, for an anticipated contract for one year with a one-year renewal option that is estimated to be \$30,000 per year (\$60,000 two-year total), the official sealed bid process is the appropriate procurement method.



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- D. All bids will include form DOA-3604: Standard Terms and Conditions for State of Wisconsin Printing and follow applicable bidding policy and procedure.

III. Required Reporting

- A. Agencies will submit an annual fiscal-year report to the State Bureau of Procurement printing manager identifying all public printing activities (internal and external) under Chapters 16 or 35 Wis. Stats. All printing will consist of any printing paid for using monies from a state account for public printing.
1. Agencies will complete form DOA-3011, Print Log Fiscal Year Report, unless an alternate reporting system has been established by the Bureau.
 2. Reports will be submitted on behalf of the entire agency; sub-unit reports should be sent to the agency's central purchasing office where information is consolidated. If no public printing activities have occurred, identify that on form DOA-3011.
 3. An agency with internal print operations will not report work being produced for another agency. However, the printing operation can be a resource of the information for the procuring agency to complete its report.
- B. The Department of Administration will compile and prepare such summary reports as the joint committee on finance requests.

REFERENCE: DOA-3604: Standard Terms and Conditions for State of Wisconsin Printing
DOA-3011, Print Log Fiscal Year Report



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